

**Capital Area Human Services District Board Meeting  
Monday, December 2, 2013**

**Directors Present:** Vickie King, Chair, Kathy D’Albor, Vice Chair, Kay Andrews, Amy Betts, Christy Burnett, Dana Carpenter, Ph.D, Stephanie Manson, Gary Spillman, Barbara Wilson, Rev. Louis Askins, Gail Hurst,

**Directors Absent:** Jermaine Watson, Denise Dugas, Becky Katz, Sandi Record and Kristen Saucier

**CAHSD Executive Staff Member(s) Present:** Jan Kasofsky, Ph.D., Executive Director, Carol Nacoste, Deputy Director

TOPIC	RESPONSIBLE PERSON	DISCUSSION	FOLLOW-UP
Approval of the <b>December 2, 2013 Consent</b> Agenda and Approval of the Minutes for <b>October 7, 2013.</b> <ul style="list-style-type: none"> <li>• Global Executive Constraint</li> <li>• Monitoring Executive Dir. Performance</li> <li>• Asset Protection</li> <li>• Communication &amp; Support</li> <li>• Asset Protection</li> <li>• Evaluation Committee Appointment</li> </ul>	Vickie King	Vickie King called the meeting to order at 1:35pm. A quorum was present. Gary Spillman made the motion to approve the October 7, 2013 minutes as written. There were no minutes for November as the Board cancelled the meeting in lieu of a training on the ACA. Kay Andrews seconded the motion and added to the motion that all action items #6, #7, #11, #12, #13 and appointment of an Evaluation Committee be moved with the consent agenda.	There were no objections and the motions passed.
Communications	Dr. Kasofsky	<ul style="list-style-type: none"> <li>• Dr. Kasofsky provided an overview of the HealthCare Journal of BR article regarding her recent MHERE Presentation.</li> <li>• The following dates have been proclaimed holidays by Governor Jindal: 12/24, 12/25, 12/31 and 01/01/14.</li> <li>• The Point Coupee General Hospital article covers the work CAHSD has been doing with the Community Health workers in Pointe Coupee Parish.</li> </ul>	
Ends Policy Update	Dr. Kasofsky	<ul style="list-style-type: none"> <li>• The Ends Policy is the take out of the Strategic Plan for this year. Everything has been completed although more work will be carried over on clinician productivity monitoring that will accessible through the electronic health record. Kay Andrews commended Dr. Kasofsky for a job well done in 2013.</li> </ul>	
Woman’s Hospital	Dr. Kasofsky	<ul style="list-style-type: none"> <li>• CAHSD has an MOU with Woman’s Hospital waiting for signature. A</li> </ul>	

Prenatal Program Follow-up		<p>CAHSD social worker will be housed in the Medicaid OB clinic one day per week. Under LaHART, a program Public Health put in under Medicaid, pregnant women are screened for substance use, depression, and domestic violence. They will use that screening tool and women identified as positive will be referred to the CAHSD social worker housed in the Clinic. The brief intervention process that was used at EKL will be used.</p> <ul style="list-style-type: none"> <li>• Women with needs beyond brief intervention will be referred to the CAHSD Clinic into the gender specific program and will have access to a psychiatrist.</li> <li>• The goal is to implement this program by December 5<sup>th</sup>.</li> <li>• Woman's also has a clinic in Gonzales located in the office of Dr. Fraiche. CAHSD will have a social worker there ½ day per week.</li> </ul>	
CRC Design/Funding Update & Mobile Teams	Dr. Kasofsky	<ul style="list-style-type: none"> <li>• Due to the closure of the successful MHERE, CAHSD has been working with the area hospitals and other community partners to find a way that people in a mental health or substance abuse crisis can receive services especially if they are indigent.</li> <li>• CAHSD has put out a RFP for the beds that we've spoke about for people who are in an active crisis, a CAHSD client and are indigent. Our Mobile Team will take those clients directly to those beds. They won't be going through the Emergency Room which will relieve some of the Emergency Room pressure. It is a small number of beds and will be only for indigent clients already in our system.</li> <li>• An RFP is going out for an evening Mobile Team, also.</li> </ul>	
Mental Health Court Development	Dr. Kasofsky	<ul style="list-style-type: none"> <li>• Dr. Kasofsky explained that the MH Court Development was a result of legislation passed by Senator Broome this summer. CAHSD worked with Senator Broome to identify legislation that was passed in other states and helped her to write the legislation. CAHSD has been working with Judge Trudy White, the DA's office, the Public Defender, Warden Grimes, and LSU.</li> <li>• CAHSD is currently working with LSU to put things in place so that when it is time to apply for grant funding for a MH Court, we will have already documented what has been done.</li> </ul>	
Self-Generated Revenue	Carol Nacoste	<ul style="list-style-type: none"> <li>• C. Nacoste provided an overview of the Self-Generated Revenue Report. There is a 31% increase in the monthly average for the self-generated revenue collections.</li> <li>• CAHSD went live today with the new electronic health record. This provides a cleaner, more progressive system to work with so the anticipation is that the revenue will continue to increase as a result.</li> </ul>	
Communications Plan Development	Dr. Kasofsky	<ul style="list-style-type: none"> <li>• A Communications Plan table was distributed and will be used to obtain feedback regarding communications in the parishes served. The goal is</li> </ul>	

		<p>to identify people who are gatekeepers in the rural areas of the parishes that need to know more about CAHSD and the services provided. The gatekeepers can be those who are involved with people having mental health addictive disorders or developmental disabilities. Those identified don't have to be associated with healthcare.</p> <ul style="list-style-type: none"> <li>• EBR Council members need to be made aware of the need for more social workers in the parish prisons. The Council is currently putting together their budget now.</li> </ul>	
Strategic Planning Process	Dr. Kasofsky	<ul style="list-style-type: none"> <li>• The strategic planning process has been initiated. Dr. Kasofsky has met with three different groups at CAHSD to put this together. More meetings are scheduled with CAHSD departments during the month of December. A draft will be available in February 2014 with the plan ready for completion in February.</li> <li>• The Board controls the process of putting the plan together. A three year plan was just completed. Dr. Kasofsky will put together the next three year plan. Out of that 3 year plan, the top priorities will be identified for the first year of the 3 year plan. They will become the Ends Policy.</li> <li>• Intend to hold client focus groups. Will be going to the recovery community, those that chair AA, NA, and CA meetings and invite them into the Focus groups. Interested in how to get people to take that first step.</li> <li>• Will be looking at the plans required by CARF and will pull out from them what needs to be done.</li> <li>• Will review the annual client satisfaction results. Knowing we need to strengthen the front desk at each clinic.</li> <li>• External references – this is done through literature review and information from national meetings.</li> <li>• Questions 1-6 are being asked of Clinical Staff</li> <li>• Question 7 is broader and would like input from CAHSD administrative staff and external stakeholders.</li> </ul>	
Board Status Update	Karen Bray	<ul style="list-style-type: none"> <li>• CAHSD hasn't received any updates from Boards &amp; Commissions.</li> <li>• Discussion regarding Board membership attendance. Reviewed the process to be followed when there is an attendance issue with a Board member.</li> </ul>	
ED Evaluation Committee Appointed	V. King	<ul style="list-style-type: none"> <li>• V. King stated that two volunteers are needed from different parishes to serve on the Executive Director Evaluation Committee. Volunteers are: Rev. Askins and Amy Betts. There will be a closed door session prior to the next meeting.</li> </ul>	
ED Emergency Succession Policy and Hiring Policy	K. Andrews	<ul style="list-style-type: none"> <li>• Kay Andrews will have the document ready for review in the February meeting.</li> </ul>	

Report from Chairman			
<b>Board Policy Review by Direct Inspection/board Business</b>			
Next Assignment	Vickie King	<ul style="list-style-type: none"> <li>There were no assignments.</li> </ul>	
Community Participation	Vickie King	Chris Nakamoto, WBRZ, attended the meeting and asked several questions, none of which pertained to the agenda. According to rules set by the Attorney General only questions related to the agenda are accepted.	
Next Meeting	Vickie King	The January 13, 2014 meeting will be at CAHSD @ 3:00p.m. @ 4615 Government Street, Building 2, Baton Rouge, LA in Conference Room 205.	